

Records Commission
Minutes of June 6, 2017

The meeting was called to order at 5:00 p.m. by Phil Davis.

Members present: Fred Ortner, Jordan Daugherty, Mark McDonough and Phil Davis. Others present: Jill Gundy

Motion by Phil Davis, seconded by Mark McDonough to appoint Jordan Daugherty as Chairperson of the Records Commission. Motion was carried by a voice vote.

Motion by Phil Davis, seconded by Mark McDonough to approve the minutes of the June 7, 2016 meeting as presented. Motion was carried by a voice vote.

The Commission reviewed the items on the retention list.

Motion by Phil Davis, seconded by Mark McDonough to approve the retention list. Motion was carried by a voice vote.

Jill Gundy gave a short explanation of a few items that need to be added to the retention schedule. The Police Department will be adding grants, awarded and not awarded. Also Police Department, Public Works, Fire Department and Administration will be adding DVR recordings.

Motion by Phil Davis, second by Mark McDonough to approve the new items being added to the retention schedule.

Jordan Daugherty asked for any other business.

Commission decided that the next scheduled Records Commission meeting would be June 5, 2018 at 5:00 p.m.

Motion by Mark McDonough, seconded by Jordan Daugherty to adjourn the meeting. Motion carried and the meeting adjourned at 5:06 p.m.

Respectfully submitted,

Jill Gundy
Account Clerk